

Please return completed form to:
1775 Furney Place or mail to:
Box 728, Port McNeill, B.C. V0N 2R0
Tel: 250-956-3111 Fax: 250-956-4300



Application for Business Licence
Bylaw No. 699, 2020 Business Licence
Regulation and Fees

Business Name _____
Doing Business As _____ Telephone _____
Website _____ Email _____
Social Media Handles _____

*** Please indicate with a check above which information can be made public**

Owner Name _____ Telephone _____
Owner Name _____ Telephone _____
Business Location (Civic/Street Address) _____
(Civic address must be clearly displayed on the outside of business)
Description of Business _____ Zoning _____
In Case of Emergency Contact Name _____ Phone _____

Calculation of Annual Licence Fee (after July 31, 50% of annual cost)

Number of Employees:	0-3 (including Home-Based)	\$80	<input type="checkbox"/>
	4-10	\$120	<input type="checkbox"/>
	11-25	\$180	<input type="checkbox"/>
	26-49	\$270	<input type="checkbox"/>
	50+	\$400	<input type="checkbox"/>
Special Events (including Farmers' Market)		\$300	<input type="checkbox"/>
Non-Resident Business		\$80	<input type="checkbox"/>
Transfer of licence		\$25	<input type="checkbox"/>
Former Owner _____	New Owner _____		

**Note – Home-Based Businesses
Need to Complete the Home-
Based Business Licence
Application Addendum.**

**Note – Mobile Vendor to apply
for a Permit.**

3 or more Residential Rental Units/Spaces – Number of employees* or \$5.00 per residential rental space (greater)

Total No. of Units _____ Total Fee _____

Commercial or Mall Rental Spaces – Number of employees* or \$5.00 per commercial rental space (greater)

Total No. of Spaces _____ Total Fee _____ *Employees of the ownership company

Acceptance of this application does not signify its approval

I _____, hereby apply for a licence with particulars stated as above, which
I declare to be true and correct. I undertake, if granted a licence, to comply with all obligations and bylaws of the Town of Port
McNeill.

Applicant's Signature _____

Office Use: Fee Paid _____ Full Year Part Year (Aug-Dec)

Licence No. _____ Receipt No. _____

Approved by _____ Signature _____

Notes: _____



BUSINESS LICENSE APPLICATION
Home Based Business

To be completed in addition to Application for Business License

Business Name: _____

Business Location (civic/street address): _____

A Home Occupation is any business permitted in residential areas under the provisions of the Home Occupation regulations set out in the Town of Port McNeill Zoning Bylaw No. 699, 2020 and any amendments thereto.

Part 8: Home Based Business

8.1 A home-based business may be carried on in any zone subject to the following provisions:

- a. It shall be carried on by a person or persons residing on the premise, and shall not employ more than one person that does not reside on the premise;
 - i. And in a rented premise the landowner, manager or agent shall authorize in writing the tenant to obtain a licence and such authorization shall be submitted prior to issuance of a licence.
- b. All business shall be confined to operate within the primary residence located on the premise noted on the application.
- c. The business portion shall not exceed twenty percent (20%) of the floor area.
- d. It shall not disrupt neighboring residents as set out in the Town of Port McNeill's Nuisance Bylaw and amendments.
- e. The total display area of the outdoor advertising at the premise shall not exceed 186 m² (2 sq. ft.).
- f. There is ample off-street parking provided for all personal and business vehicles and business patrons as per the Town of Port McNeill Zoning Bylaw and amendments.
- g. It shall not create excessive customer or service traffic.

I, _____ (name of applicant), hereby declare that my home occupation will comply with the Town of Port McNeill Zoning Bylaw No. 671, 2016 and any amendments thereto.

I, _____ further declare that there is ample **off-street** parking for all personal and business vehicles and **off-street** parking for business patrons. (1 space/500 sq. ft. plus 1 space/employee).

Applicant's signature

Date